

**Iowa Department of Education
Bureau of Community Colleges and Career and Technical Education
Division of Community Colleges and Workforce Preparation
Grimes State Office Building
Des Moines, IA 50319-0146
515/281-3866 – 515/281-6544 (Fax)**

***Community Colleges New Program Approval Process
Career and Technical Preparatory and College Parallel/Career Option Programs***

1. The Department of Education/Division of Community Colleges and Workforce Preparation, community college personnel, or their publics expresses interest in a new program. Each community college's preliminary investigation of need for a new program must include requirements in Chapter 260C.14(1) prior to notification of their intent to initiate a new program.
- 2a. A "Notice of Intent" to request approval for a new program is submitted by the college to the DE, who then forwards to Chief Academic Officers (CAOs) for their review of any potential concerns. The chair of the CAOs will inform the college and the department in writing of action taken by the CAOs.
- 2b. If the requesting college is not in agreement with the action of the CAOs, the college may request the matter be addressed by the community college presidents, who will inform the college and the department in writing of their action.
- 2c. If the requesting college is not in agreement with the action of the community college presidents, they may request the department make final disposition of its request.
3. Once the applying college has received notification to proceed with development of the program proposal, the appropriate Department of Education consultant will provide technical assistance to the community college on the following proposal components:
 - a) Assurances of access and equity
 - b) Compliance with Chapter 260C.14(1)
 - c) Competency-based curriculum construction/program design
 - d) Student interest and labor demand/supply
 - e) Program evaluation procedures
 - f) Student evaluation procedures
 - g) Proposed facilities and equipment
 - h) Budget
 - i) Identification of intended maximum graduates for the occupation
 - j) Articulation with secondary and postsecondary institutions
 - k) Nontraditional
 - l) Program length in credit hours and terms
 - m) Advisory committee input
4. The completed program proposal is submitted to the Chief, Bureau of Community Colleges and Career and Technical Education, Division of Community Colleges and Workforce Preparation for review via the Administrative Assistant.
5. Division staff review the new program proposal for quality, access, equity, employment need, and competency-based education, and make a recommendation to the Administrator of the Division of Community Colleges and Workforce Preparation.
6. The division administration forwards the recommendation to the Director and, if appropriate, an approval letter for the director.
7. The community college is informed of the action of the Director and whether or not authority was granted to implement the program.
8. Department of Education submits program descriptive information to ICCPSE for review.